

Volunteer Manual

2024

Hello! Thank you for signing up to volunteer!

We are Devyn and Nathan, your Chicago Robotics Invitational event co-directors! Thank you so much for signing up to volunteer at CRI! This event started in 2018 and we could not keep it running this long without all of you. Our amazing volunteers are what has enabled us to keep this event running and grow it to 34, now to 38 teams hailing from all over the world! A special thank you to the members of our planning committee who have put in a lot of hours prior to CRI to make it so amazing!

Below you will find information regarding:

- The time to arrive & position specific meetings (Key volunteers: You'll be running a meeting with those who "report" to you)
- Tips for the day, Parking, Food
- Meet the CRI planning committee & learn what aspects of the event they will manage day-of
- Volunteer role descriptions, information, and what other roles you will be working with

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Volunteer Arrival Times:

If you would like to arrive earlier than the posted time, please do! This is just the time we would like you in the venue. If you won't be able to make it by the time below, please just let us know!

Volunteer Role If you don't see your role or are confused about when to show up, please let us know!	Saturday July 20th	Sunday July 21st
Team/Volunteer Check-In	6:30 AM	6:30 AM
Lead Queuer, Lead Robot Inspector, FTA, WTA, Judge Advisor	6:55 AM	6:55 AM
Head Referee, Game Announcer/Master of Ceremonies, Field Manager	9:00 AM	6:55 AM
Practice Field Monitor	7:15 AM	7:15 AM
Scorekeeper, A/V Crew	10:00 AM	7:30 AM
Referee	9:30 AM	7:30 AM
Inspector	7:00 AM	7:45 AM
Judge	7:00 AM	8:00 AM
Photographer	8:00 AM	8:00 AM
Queuer	7:00 AM	7:45 AM
Field Reset	10:00 AM	7:45 AM

Pre-Event Volunteer Meetings:

(all online)

Date	Time	Group/Topic	Info?
TBD		Key Volunteers Meeting	Who: All Key Volunteers
TBD		Show Meeting	Who: Emcees, GA, A/V
TBD		Referee Meeting	Who: Head Ref and all Refs
TBD		Judges Meeting	Who: Judge Advisor, Judges
TBD		Field Meeting	Who: Head Ref, FTA, Field Manager, Technical Manager, Scorekeeper,
TBD		FTA Meeting	Who: FTA, FTAA, WTA, CSA

Event Volunteer Meetings:

Saturday Time	Sunday Time	What's happening?	Info?
6:30AM/	6:30AM	Doors Open for Volunteers	Food will be available in the vol lounge (Library, 2nd floor down the "admin hallway")
7:00 AM/6:00 PM (or after matches end)	7:00 AM	Key Volunteers Meeting	Location: Volunteer Lounge Who: Judge Advisor, Lead Robot Inspector, FTA, Lead Queuer (Saturday), all Key Vols (Sunday)

7:10 AM	7:30AM	Judges Meeting	Location: Admin Conf. Room (2nd flr) Who: Judge Advisor Judges
7:45 AM	N/A	Inspectors Huddle	Location: Playing Field Who: FTA/Field Inspector, Lead Robot Inspector, Inspectors
9:45 AM & 6:00 PM (or after matches end)	7:30AM	Referee Meeting	Location: Playing Field Who: All Referees
10:30 AM	7:30AM	Show Meeting	Location: Playing Field Who: A/V Operator. Game Announcer, Master of Ceremonies, Field Manager - Technical
11:00 AM	7:45AM	Field Meeting	Location: Playing Field by Scoring Table Who: Head Ref, Field Manager, FTA, WTA, Scorekeeper, Field Reset
7:30 AM	7:45 AM	Queuers Meeting	Location: Volunteer Lounge Who: Lead Queuers, Queuers

General Information

What to bring/wear?

- Yourself and excitement for an awesome and fun filled day!
- Water bottle
- Comfortable closed-toed shoes, most positions will be on their feet throughout the day and walking around
- Light sweatshirt in case you get cold
- We will be providing volunteer shirts for everyone to wear

Food

On Friday, we will have an early dinner for volunteers there for set-up. On Saturday & Sunday, we will have coffee, bagels, and donuts for breakfast, lunch, as well as snacks and drinks throughout the day.

Parking & Arrival At Venue

The venue address is
Francis W. Parker School
330 W. Webster
Chicago, IL 60614

The entrance is on Clark Street between Clark/Webster & Clark/Belden

For those driving, the volunteer parking lot can be a little hard to find. The entrance to the lot is through the alley on Belden Street (just North of the school's entrance). The alley is on the South side of the street directly across from the "LPP" Preschool. The approximate address for the alley is 316 W. Belden. Go all of the way straight down the alley, and turn left into the lot. You will then have to walk around the block to enter the school from the Clark Street main entrance

Volunteer Role Information:

Hi! Devyn & Nathan again,

The two of us have worked tirelessly along with the rest of our planning committee to put on this event. Day of, we both will be available to handle any and all questions, though as we all know it is a very very busy day. For simplicity of certain things, the two of us will be "splitting" up some of our responsibilities to ensure that each area of CRI can receive as much attention as possible. Below we have listed out what sides of the event we will each be "leading", though at the end of the day, we are both working together on the event and you as a volunteer can get help from either of us. All of our decisions (if any issues arise) will be made together and with the rest of the planning committee.

Event Directors - Nathan

What will Nathan directly oversee?

- General volunteer things (ie. Need a break? Is something not working well? Do you need more help in this role?)
- Teams, Team-Check-In, team issues
- Pit Area
- Judging/Awards
- Field issues

Direct Reports:

- Field Manager - Field Side
- Head Referee
- Pit Manager
- Judge Advisor

Event Director - Devyn

What will Devyn directly oversee?

- Event Production
 - Schedule
 - A/V
- Event technical components
 - Live Streaming
 - In-house production
 - Scoring System & field technology
- Team Workshops
- Ceremonies
- Game development and rules modification

Direct Reports:

- Field Manager - Technical Side
- Field Technical Advisor
- A/V Operators
- Stream Desk
- Announcing Team

Event Planning Committee

The Event Planning committee is composed of a number of 3507 Robotheosis and Francis W. Parker alumni, coaches, mentors, and CRI event volunteers . You can find these people in purple or red lanyards throughout the event. Feel free to come to them if you have questions or issues arise, at minimum they will know who else to contact.

Nathan Satterfield - 3507 Robotheosis Alumni, Event Director

Devyn Keeney - 3507 Robotheosis Mentor, Event Director

George Austin - FWP Co-Chair of Science Department & 3507 Mentor

Michael "Mike" Johnson - Pit Manager & 3057 Mentor

Kat Svoboda - Head Referee

Jacob Burroughs - Field Manager Technical, Scorekeeper Developer

Deanna Oberfranc - Volunteer Hospitality

Jake Miner - 3507 Alumni, Referee

Kori Bowns-Kamphuis - Game Announcer

Ryan Bowns-Kamphuis - Master of Ceremonies/Game Announcer

Ruby Medin - Referee & Admissions

Shira Shartiag - Judge Advisor

Field Manager - Technical Side

Reports to Event Directors (Devyn)

Description:

- Oversees the technical side of field operations including the scoring system and other field software
- Oversees technical aspects of event production including the A/V systems, live stream, and field monitors.

- [Field Manager Manual](#)

Direct reports:

- Scorekeeper
- FTA
- WTA

Field Manager - Field Side

Reports to Event Directors (Nathan)

Description:

- Oversees the field side of field operations including but not limited to field reset, field maintenance, field repair (replacing tiles, tape lines, etc)
- Oversees queueing with the Lead Queuers
- [Field Manager Manual](#)

Direct reports:

- Lead Queuer
- Field Reset
- Announcers - GA & Emcee

Scorekeeper

Reports to Field Manager - Technical Side

Description:

- Oversees event scoring working with the referees and field managers to ensure an accurate score for each match
- [Scorekeeper Manual](#)

Field Technical Advisor (FTA)

Reports to Field Manager - Technical Side

Description:

- Responsible for assisting teams with the technical aspect of matches and ensuring field software is working properly.
- [FTA Manual](#)

Wifi Technical Advisor (WTA)

Reports to Field Manager - Technical Side

Description:

- Responsible for monitoring the event wireless environment & assisting teams with wireless issues.
- [WTA Manual](#)

Judge Advisor

Reports to Event Director (Nathan)

Description:

- Responsible for managing the judging process.
- [Judging Manual](#)
- [CRI Judging Rubric](#)

Direct Reports:

- Judge

Judge

Reports to Judge Advisor

Description:

- Interacts with teams to ensure awards are distributed to the deserving teams.
- Perform interviews to each team to get a representative sample of each team's experiences, before performing smaller scale pit interviews to get more detailed responses about teams.
- CRI awards are different than traditional FTC awards, please ensure to review the judging rubric below
- [Judging Manual](#)
- [CRI Judging Rubric](#)

Head Referee

Reports to Event Directors (Nathan)

Description

- Head referee for the event
- [Referee Manual](#)
- [CRI Modifications & Rules](#)

Direct Reports:

- Referee

Referee

Reports to Head Referee

Description:

- Event referee, please read the CRI specific rules linked below
- [Referee Manual](#)
- [CRI Modifications & Rules](#)

A/V Crew

Reports to Event Directors (Devyn)

Description:

- Manages event A/V, live stream, match recordings, and more

Announcer - GA & Emcee

Reports to Field Manager - Field Side

Description:

- The voices of CRI!
- Please make sure to review the [CRI Modifications & Rules](#)

Lead Queuer

Reports to Field Manager - Field Side

Description:

- Oversees event match & judging queuing and ensuring that each team is at the field (and judging room) and ready to go.
- [Queuer Manual](#)

Direct Reports:

- Field Lead Queuer
- Queuer
- Practice Field Monitor

Queuer

Reports to Lead Queuer

Description:

- Responsible for ensuring teams arrive at the field in time for their matches
- Responsible for ensuring teams are pre-queued for judging to ensuring a timely judging schedule
- [Queuer Manual](#)

Field Reset

Reports to Field Manager - Field Side

Description:

- Set-up and "reset" the playing fields after each match
- Work with the field manager on any damage that may occur to the playing field or field elements & replace tiles/elements as needed

Practice Field Monitor

Reports to Lead Queuer

Description:

- Oversee the practice field and ensure that teams are sharing time on the fields
- Ask teams to take a break or switch out
- Depending on how busy it is, running a schedule of 10 min increments for the fields is an effective way to control a line if one occurs

Pit Admin

Reports to Event Directors (Nathan)

Description:

- Oversees the pits and ensures safety, answer team questions, and more

Team/Vol Check-in

Reports to Event Directors (Nathan)

Description:

- Oversees team and volunteer check-in

Event Photographer

Reports to Event Directors (Nathan)

Description:

- Photograph the entire day, matches, teams in the pits, awards, ceremonies, the fans, etc.
- Capture the event!

Radio Instructions

Certain volunteers will be given a radio to communicate with other volunteers. The venue can get extremely large so being able to efficiently communicate across the various areas of the venue.

Volunteers Receiving Radios

- Event Coordinators
- Lead Queuers
- Some Queuers
- Pit Admin
- A/V Crew Lead
- WTA
- Scorekeeper

Channel List

0. Announcement/broadcast channel: All radios monitor this channel, refrain from using unless broadcast traffic is necessary.
1. Event Coordinators

2. Queueing
3. Pit Admin
4. A/V
5. Scorekeeper
6. Radio Help/WTA
7. Free for other Use

Radio Usage Instructions & Radio Etiquette

- There is about a quarter second delay from pressing the PTT (Push to Talk) button before being able to broadcast. Make sure to wait at least this long before speaking.
- Please wait a short moment before speaking on the radio to ensure that you aren't disrupting an in-progress conversation.
- When speaking, speak at a normal volume, rate, and pace, keeping in mind the slight delay after pressing and releasing the PTT. Avoid shouting into the radio because it will lead to interference with other channels.
- Do not flip the radio upside down when talking, this degrades range and may damage the radio.
- These radios are not fully secure and can be monitored easily - do not broadcast sensitive information through them just like you would not discuss sensitive information with other people nearby.

To turn the radio on, just twist the volume knob (6) to the right. The screen will light up and it will make a noise according to the volume from the knob. If you have a headset plugged in it will make this chirping sound via the headset instead. Rotate this knob to change the volume.

The current channel of the radio is displayed on the screen. Use the other knob (5) to change this channel to the desired channel (listed above).

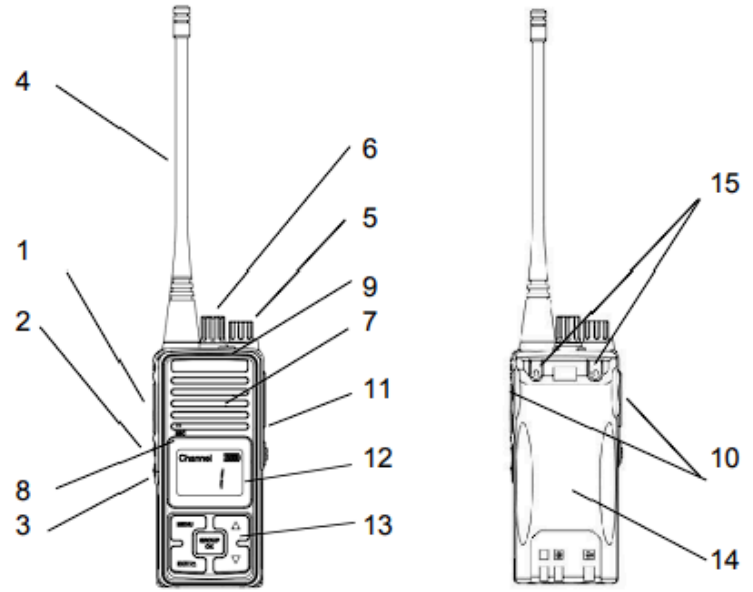
To transmit, either press the PTT button on the radio (1) or press the button inline on your headset. Wait a half second for the radio to start transmitting, then speak.

When speaking make sure to:

- Identify yourself
- Identify which person or people your speaking to

Before you speak your full message.

- (1) PTT Transmitting
- (2) MONI (monitor) button
- (3) Scan/call button
- (4) Antenna
- (5) Channel selection knob
- (6) Power/volume switch
- (7) Speaker
- (8) Microphone
- (9) Status indicator
- (10) Battery release button
- (11) Earphone cap
- (12) LCD Display
- (13) Keys
- (14) Battery
- (15) Belt screw



Having radio issues? Contact Xenia on channel 6.